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ABSTRACT

The Resources Development Internship Program of the Western Interstate Commission for Higher Education has 5 major objectives: (1) to provide constructive service projects for students seeking to supplement their classroom learning experiences; (2) to provide opportunities for students to demonstrate their exceptional abilities and gain valuable professional experiences; (3) to encourage students to consider careers and citizen leadership in programs of resource development and to provide a pool of trained personnel for future recruitment by sponsoring agencies; (4) to provide dedicated, skilled manpower drawn from students at colleges in the west who are available to work on local projects; and (5) to provide another opportunity for cooperating through WICHE with other western institutions to improve higher education in the west. This document describes the internship program operation, its administration, the responsibilities of WICHE in the program, the terms of internship appointment, and guidelines for the writing of final reports. (Author/HS)

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INTERNSHIP HANDBOOK

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WICHE

Resources Development Internship Program
Western Interstate Commission for Higher Education

ED 071598

H E L P !!!

Save this handbook and other information about the intern program as it is received. You will need to refer to it frequently during the next several months.

CORRESPONDENCE

If you have any questions or problems related to the intern program, WRITE:

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Western Interstate Commission for
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Boulder, Colorado 80302

Or, even better, call:

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or

(303) 449-3333

TABLE OF CONTENTS

Program Objectives 1

This is WICHE. 1

Program Operation. 2

Program Administration

- Responsibilities of Sponsoring Organization 3
- Responsibilities of WICHE 4

Project Committee

- Responsibilities of Project Committee Chairman. 5

Terms of Internship Appointment

- Intern Qualifications 6
- Selection of Interns. 6
- Length of Appointments. 6
- Working Role of the Intern. 7
- Compensation of the Intern. 7
- Payment of Stipend. 7
- Variation in Payment Procedure. 7
- Absences and Other Compensation 8
- Termination 8
- Insurance 8
- Travel Expense. 8
- Submittal of Expense Vouchers 9
- Program Evaluation. 9
- Orientation 10
- Special Situations. 10
- Statement on Income Tax 10
- College Credit for WICHE Internships. 10

Interim Reports and Final Report 11

Final Report Guidelines

- Purpose and Scope of Guidelines 12
- General Suggestions 12

Technical Format for Reports

- Organization. 12
- Typing the Report 13
- Miscellaneous 13

Organization of the Final Report 14

RESOURCES DEVELOPMENT INTERNSHIP

PROGRAM OBJECTIVES

1. FOR STUDENTS:

To provide constructive service projects for students seeking to suppliment their classroom learning experiences.

To provide opportunities for students to demonstrate their exceptional abilities and gain valuable professional experiences.

To encourage students to consider careers and citizen leadership in programs of resources development and to provide a pool of trained personnel for future recruitment by sponsoring agencies.

2. FOR INTERN SPONSORS:

To provide dedicated, skilled manpower drawn from students at colleges in the West who are available to work on local projects.

3. FOR INSTITUTIONS OF HIGHER EDUCATION:

To provide another opportunity for cooperating through WICHE with other western institutions to improve higher education in the West.

THIS IS WICHE

The Western Interstate Commission for Higher Education is a public agency through which the 13 western states work together

. . . to increase educational opportunities for westerners.
. . . to expand the supply of specialized manpower in the West.
. . . to help universities and colleges improve both their programs and their management.
. . . to inform the public about the needs of higher education.

WICHE was created to administer the Western Regional Education Compact, which became operative in 1953. These western states are members: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming.

PROGRAM OPERATION

HOW SPONSORING AGENCIES ARE SELECTED

Any organization within the thirteen western states which has a direct concern with the problems of resources development can be invited to submit internship project proposals. In selecting those organizations to which interns will be assigned, WICHE will consider the feasibility and impact of a proposed project, the potential learning opportunities provided to the inter, the benefits which may accrue to the sponsoring organization, and the willingness of the sponsoring organization to contribute to the support of the intern.

HOW INTERN PROJECTS ARE DEFINED

Unlike many internship programs, WICHE's Resources Development Internship Program is "project oriented". The program is designed so that interns are not placed in positions where they will be expected to perform routine filing or other office clerical duties. Instead, each intern is assigned a specific project which he is expected to complete within the twelve week internship period. The projects are selected and developed by the sponsoring agency to which the intern is assigned. The program is based on the concept of mutual benefit - the internship project should be of definite value to the sponsor, while at the same time serving as a learning process for the student.

HOW STUDENTS ARE SELECTED

Any citizen of the United States who has completed his or her sophomore year in college is eligible to participate in the internship program, provided that the applicant is a full-time student just prior to the internship or will become a full-time student immediately after the internship. Both undergraduate and graduate students can qualify.

Selection is based on past academic performance, writing ability, maturity, verbal skills, and other qualifications. Final selections are determined by WICHE and the sponsoring agencies.

PROGRAM ADMINISTRATION

Responsibilities of Sponsoring Organizations

Each internship project will be designed as a part of the program of a local or regional organization. The sponsoring organization to which an intern is assigned will have primary responsibility for supervising the individual project. The sponsoring organization will have a key role in developing a project for the intern that fits into the organization's program of local development. The organization will outline the selected project, establish specific objectives, and suggest initial actions for beginning the intern assignment.

Each sponsor will appoint one individual from within the organization who will be directly responsible for the overall direction and guidance of the internship project. Specific responsibilities of this individual will include the following:

1. The Intern Supervisor will assist in developing a project for the intern that fits into the organization's objectives.

2. He will then serve as chairman of the project committee.

3. He will provide necessary daily supervision of the intern's activities in order to insure the ultimate usefulness of the project.

4. He will help the intern locate efficient and economic living and working arrangements.

5. The Supervisor will orient the intern and project committee members to the sponsor's objectives.

6. He will arrange meetings between the intern and officials of area governments, schools, industries or other enterprises who may be interested in the intern's project.

7. He will review the intern's final project report and submit a signed acceptance of the report to WICHE.

8. He will be responsible for distributing published final reports within the sponsoring organization and to interested agencies and individuals.

9. He will prepare and submit to WICHE an evaluation of the project and the program.

10. He will help the intern arrange for the typing of the final report.

Responsibilities of WICHE

WICHE will carry out the following functions:

1. WICHE will determine organizations to be invited to participate in the internship program.

In selecting local organizations to be approached, consideration will be given to their needs, strengths, level of interest, and to geographic distribution.

Project suggestions from organizations will be evaluated not only for their importance to the organization, but also for their appropriateness considering the time limitations and the capabilities of the students.

2. WICHE will recruit and select interns with the assistance of universities and sponsoring organizations.

3. WICHE will arrange orientation and seminar programs for interns and project committee members where such meetings are feasible.

4. WICHE will administer arrangements for the appointment and payment of interns.

5. WICHE will evaluate the effectiveness of individual internship projects and overall program relationships and report to private and government agencies that provide support to the program.

6. WICHE will review interns' final reports and arrange to have them reproduced and distributed where necessary.

7. WICHE will assist agencies and institutions of higher education in the establishment of new internship programs.

8. WICHE will establish procedures for follow-up on program participants after completion of internships.

9. Within the scope, objective, and budget of the program, WICHE will experiment with cooperating universities on modified approaches to the integration of internships with regular education programs.

PROJECT COMMITTEE

One of the requirements of the Internship Program is that the sponsoring agency takes the initiative in organizing a Project Committee which will serve as an advisory group during the internship.

Members of the Project Committee might include:

1. The staff member or representative of the sponsoring organization who is directly responsible for the internship project. This person will also serve as the Chairmen of the Committee;

2. Other staff members of the sponsoring organization who have a direct interest in the project;

3. Interested representatives from local agencies or organizations other than the sponsoring agency;

4. State and/or local government officials;

5. College faculty members;

6. Technical advisors, either from the academic or professional community;

7. "Lay citizens" who have a strong interest in the project.

The size of the Committee is not specified by WICHE. The Committee should be large enough to provide the intern with a variety of viewpoints, yet small enough to function efficiently.

Responsibilities of the Project Committee Chairman

1. Release the first stipend check to the intern on the date the appointment begins. This check will be mailed to the chairman for presentation to the intern.

2. Certify at specified times the performance of the intern and approve expenses within budget limits. Appropriate forms will be supplied to the committee chairman for use by the intern and signing by the chairman.

3. Provide for such publicity of the internship project as seems desirable in the specific instance.

4. Call necessary meetings of the project committee to insure effective communications among members and necessary direction for the intern and his project.

TERMS OF INTERNSHIP APPOINTMENT

Intern Qualifications

Interns should be enrolled as full-time students during the 1972 Spring Semester or should provide proof of their intention to enroll as full-time students during the 1972 Fall Semester. They must be either junior, seniors, or graduate students in a college or university within one of the 13 western states. Students who have at least completed their sophomore year and will enroll as juniors in the Fall; graduates of junior colleges who intend to continue their education in a four-year school are also eligible to participate in the program. Graduating seniors who do not intend to begin permanent employment until the Fall are also eligible.

Participation in the program is open to all students who meet the above requirements. There are no minimum qualifications regarding grade point average, completion of prerequisite courses, or enrollment in specific academic courses, except in those cases where a particular request of a sponsoring agency will be considered.

Selection of Interns

The selection of interns will be made by WICHE's internship program staff, working in close cooperation with representatives of the sponsoring agency and local colleges.

Each applicant will be considered on an individual basis for assignment to a specific project to be carried out in conjunction with a designated sponsoring agency. Primary consideration will be given to matching the background, interests, and abilities of the applicant to the requirements of the project and the needs of the sponsoring agency.

Length of Appointment

Interns will be appointed for a period of 12 weeks during the summer of 1972. Projects will be scheduled to begin at the end of each intern's Spring Semester or Quarter and will terminate prior to the beginning of the intern's Fall Semester. WICHE does not prescribe the exact starting and ending dates of each project; they are arranged on an individual basis through a mutual agreement between the intern and the sponsoring agency.

Working Role of the Intern

During the term of the internship the intern shall not be considered as an employee, agent, or representative of WICHE or the organization to which the intern is assigned.

Compensation of the Intern

The stipend payments for this program are fixed by the availability of funds and are not subject to negotiation on an individual basis. Interns will be paid according to the following schedule wherever possible:

a. Junior or Senior interns living at home or in contributed quarters during the project period will receive $75 per week.

b. Junior or Senior interns living in rented quarters during the project period will receive $85 per week.

c. Graduate students living at home or in contributed quarters during the project period will receive $85 per week.

d. Graduate students living in rented quarters during the project period will receive $95 per week.

A married intern (either male or female) is entitled to receive the higher rate of compensation, i.e. $85 per week for Juniors or Seniors and $95 per week for Graduate students.

Payment of Stipend

Stipend payments will be made by WICHE in installments as follows:

Upon initiation of the project	20%
Upon completion of three weeks	20%
Upon completion of six weeks	20%
Upon completion of nine weeks	20%
Upon acceptance by WICHE of the final report	20%
Total	100%

Variations in Payment Procedure

The above stipends and pay schedules may not apply to specific interns because of grantor requirements. However, each intern will receive personalized stipend information before he is asked to commit himself to a project, and he will receive a personalized pay schedule upon initiation of his internship. These forms should be preserved for reference during the project.

Absences and Other Compensation

Unless there is a pre-existing written agreement with WICHE, interns appointed to a full-time assignment shall not work for other compensation during the internship. Any interruption in time spent on the project due to illness, personal circumstances or other reasons, must be reported to the project committee chairman and WICHE. Absences must be made up at the end of the internship period.

Termination

Should an early termination appear necessary on the part of the intern or the local organization, at least two weeks' notice (in writing to the sponsor, the project committee chairman, and WICHE) is required, and a proportional reduction in stipend will be negotiated depending on the date of termination and status of work on the project. Notwithstanding this notice requirement, WICHE reserves the right to terminate an intern's appointment and stipend payment immediately for violation of the terms of this appointment or for misconduct.

Insurance

In view of the fact that limited travel may be required during the internship, the intern should procure and maintain--at his own expense--such comprehensive liability insurance as is required by state laws governing at the internship site. Since interns are not considered employees either of WICHE or their sponsors, no workman's compensation, social security, or unemployment insurance is in effect. Also, no medical insurance is carried for interns.

Travel Expenses

In conjunction with the approval of each project proposal, WICHE will authorize a total travel allowance for that specific project. There is no standard travel allowance; approval of travel budgets will be considered on an individual project basis. Since WICHE funds for the reimbursement of travel costs are extremely limited, WICHE cannot approve any expenditure above the authorized budget limit, unless the sponsor agrees to pay the difference.

Travel budgets that are to be paid by WICHE and not the sponsor will be established on the basis of the following guidelines:

a. If it is necessary for the intern to use his personal car for travel which is directly related to the project, he will be reimbursed at the rate of 8¢ a mile.

b. Because of a limited travel budget, WICHE cannot approve any project which requires reimbursement for extensive travel; however, WICHE realizes that in exceptional cases it might be necessary for the intern to make an overnight trip. If such trips are an absolute necessity, the intern can be reimbursed for lodging expenses up to a maximum of $30 for all lodging. Lodging receipts must be saved and submitted to WICHE with the expense voucher. WICHE will not reimburse any lodging expense unless it has been specifically authorized in the travel budget.

c. Air travel is not normally considered to be a reimbursable expense. Again, we realize that in exceptional cases it might be absolutely essential that an intern make a trip by air. Interns will not be reimbursed for air travel unless it is specifically authorized in the travel budget. Airline ticket stubs must be submitted to WICHE with the expense voucher.

The following are not expenses reimbursable by WICHE:

a. Travel expenses incurred by the intern in relocating to the project site will not be reimbursed by WICHE.

b. Meals and/or per diem expenses will not be reimbursed by WICHE.

c. Daily commuting expenses will not be reimbursed by WICHE.

A sponsor may authorize additional travel expenses beyond those approved by WICHE, but the intern should understand that he is soley responsible for insuring his reimbursement by the sponsor.

Submittal of Expense Vouchers

In order to be reimbursed for authorized travel expenses by WICHE, an intern must submit a properly completed "WICHE RESOURCES DEVELOPMENT INTERNSHIP EXPENSE VOUCHER." It will be the responsibility of the intern to keep accurate records, complete the expense voucher, and submit it to his project committee chairman for approval and mailing to WICHE. In cases where such expenses are authorized, the intern is required to submit receipts for lodging and airline ticket stubs with the expense voucher.

WICHE will not authorize the reimbursement of expenses in excess of the budget amount which was agreed upon prior to the start of the project. Expense vouchers should be submitted after the intern project has been completed.

Program Evaluation

Interns and other participants are asked to cooperate by supplying information to WICHE on request for use in evaluation of program efficiency. WICHE anticipates that these evaluations may indicate necessary changes from time-to-time to better reach the program's goals.

Orientation

At the initiation of each intern assignment, the project committee will plan an orientation meeting to review project objectives, committee responsibilities, and intern expectations.

WICHE may conduct orientation sessions for interns and project committee members at the beginning of each assignment period, or shortly thereafter, to review program objectives and administration.

Special Situations

Should any question or unusual situation arise which cannot be settled or answered by the sponsor or by the project committee, the sponsor or the intern should bring the matter to the attention of WICHE as soon as possible. For instance, if for the good of the project, an extension of time appears to be necessary and warranted, WICHE, upon request, will consider appropriate action.

Statement on Income Tax

WICHE internships are considered educational programs and the stipends are paid as educational grants from funds made available for the purpose of allowing a student to continue his education. While sponsors do make contributions to the WICHE program, we do not consider these funds to be in consideration for the services performed by the intern and technically the interns are not paid out of the accounts of their sponsors. Therefore, income tax is not withheld from stipend payments and WICHE feels that all internship stipends will be exempt from taxation, as they have been in the past. It is suggested that each intern contact his local IRS office concerning taxability of the stipend, and refer to Section 117 of the Internal Revenue Code as being possibly applicable in some cases. Any payments made by an internship sponsor directly to an intern to supplement his stipend may be determined by IRS to be taxable, even though the stipend is not.

College Credit for WICHE Internships

Most WICHE interns will be able to apply for and receive college credit for their internship experience and final reports. Institutions of higher education have agreed to different arrangements but in most cases the intern will be required to pay some tuition and consult occassionally with a faculty member assigned to supervise his project. Enrollment for credit is not mandatory. Furthermore, pursuit of the requirements of this credit MUST be considered as secondary to an intern's project assignment as interpreted by the intern's supervisor. The intern may not enroll in classes or receive credits for activities other than the internship during the appointment period unless approved in writing by WICHE.

INTERIM REPORTS AND FINAL REPORT

Periodic and special interim reports may be required as established by the project committee or supervisor. Each project committee chairman should determine at the initiation of a project the reporting procedures exepcted of the intern.

A final report covering the internship project and the intern's findings and conclusions shall be submitted to the project committee at the end of the internship appointment, or within 30 days thereafter. Failure to submit the report within 30 days of project appointment termination will result in the forfeit of the final internship payment. However, the intern shall remain responsible for submitting a completed report. After the project committee has reviewed the report, a final draft will be submitted to WICHE with a signed approval by the project committee chairman. Final reproduction of the report will be the responsibility of WICHE unless other arrangements are made by the intern supervisor.

Interns shall maintain the confidentiality of any information which may be obtained through application forms, interviews, tests, and reports from any agency. Wherever applicable, such information shall be divulged only as necessary for purposes related to the internship project and to persons having responsiblities for the project.

All materials collected during the internship assignment shall be considered as belonging to the local sponsoring organization unless other arrangements are approved by the project committee, except that the intern's final report shall be considered public record and not subject to copyright.

Interns may publish the results of their projects, or any portions thereof, with the written permission of WICHE.

TO THE INTERN: FINAL REPORT GUIDELINES

Purpose and Scope of Guidelines

The culmination of the intern project will be the final report. It is a report to the local organization for which you carried out your internship activities and is to be prepared under the guidance of your project committee and supervisor. It is also a report of your internship required under the terms of appointment by WICHE. In some cases, it may also serve as a course requirement of your college or university. The following suggestions should be helpful in recording and organizing your data and writing the report. Since the areas of investigation covered by interns vary greatly, not all of the suggestions will apply in any one case. They should be considered only as guidelines: your report may necessarily be quite different due to the nature of your project.

General Suggestions

Writing your final report will naturally have to wait until the completion of the field work, but it should be planned from the very beginning of the project. The content and structure of a good report is related directly to the nature and scope of the study and to methods used in gathering, recording and interpreting data. The scope i.e., geographical area and objectives of the project, should be clearly defined. The methods used in pursuing the project should be recorded.

TECHNICAL FORMAT FOR REPORTS (PLEASE READ VERY CAREFULLY. REPORTS NOT MEETING THE MINIMUM SPECIFIED CRITERIA CANNOT BE ACCEPTED FOR PRINTING BY WICHE.)

1. Organization:

Organization of final report material must be understandable and consistent. No specific rules of organization are specified; but if there is doubt, the accepted rules for academic reports may be used.

Clarity is very important; a person should be able to pick up the report and quickly find out what it is about and where the important sections are. Therefore, a table of contents and a brief summary should be used. However, do not use tabs which attach to the page and protrude from the edge of the report. These tabs will not be reproduced in printing of the report.

Consistency is also an important part of the report format. The type used, the layout of charts, and the placement of headings should all be consistent. Since we will be printing on both sides of a page, the margins should be uniform and the copy centered. No margins should be narrower than one inch on either side or on the top. The bottom margin should be one and one-half inches with the page number one inch from the bottom and CENTERED, as in this handbook.

2. Typing the Report:

The final report will be printed directly from the copy sent to us. Therefore, it is essential that the copy be clean and neat, and that you send us the original, not a photocopy. Some suggestions: instead of erasing, use "TAPERASE or "LIQUID PAPER", available at any office supply store. Do not staple the copy. Mail it to us between cardboard stiffeners so that it will not get wrinkled.

The better the typing, the better the report will look. An electric typewriter with carbon ribbon would be best. If that is not available, try to secure a good office typewriter rather than a portable. At any rate, use a new, black ribbon so each letter is dark. Be sure you do not change from a poor ribbon to a good one in the middle of your report. Also, do not use the red of a two-collor ribbon. Type only on one side of each page. Reports should be typed single-space, with double spacing between paragraphs.

The paper on which you type your report will affect the looks of the printing also. The most expensive paper is not the best: expensive "bond" paper usually has a very distinct "water mark." This can show up when off-set plates are made. Paper without these water marks is best, such as inexpensive mimeograph paper. However, do not use too cheap a paper, such as "onion skin."

3. Miscellaneous:

Photographs: Unfortunately, our budget forces us to exclude most photographs, because the cost of "screening" two pictures would be more than the cost of printing the rest of the report. If the intern or sponsor can bear the cost of making a screened offset plate, or if it can be done free by a local college, notify us of that fact when submitting the report.

Colors: Reports printed by WICHE will be in black ink on white paper only. If you have charts or maps which depend on color for their meaning, you must convert them to black on white.

Oversize pages such as maps: All reports should be typed on regular "letter size" paper. If you have oversized pages, such as maps or charts, WICHE may be able to reduce them. Otherwise, you should cut them into sections that are keyed to fit together.

Binding: All reports will be "side stitched" with binding staples unless some other method is requested, such as "hole punched." If a more expensive method is desired by the sponsor, he will have to pay for the difference in cost.

Other changes: We will try to be as flexible as possible, but we must stay within our budget. Any changes in the above format requiring more expense will have to be paid for by the party requesting it. We should be notified in writing as soon as possible about any changes in the above format being contemplated, no matter what the cost, due to equipment and time limitations.

WICHE Inserts: If your report is to be printed by your sponsor, WICHE may have some information pages which we would like inserted in the back of the report. Please contact us for details.

Organization of the Final Report

The following general organizational format has been used in some earlier final reports. It may suggest a form and order of presentation that will fit your study.

a. Cover sheet - name of project, intern, local sponsor, and project committee members. Date of report - month and year.

b. Contents - title of major sections with page numbers. Single spaced, one side of page.

c. Highlights - succinct statements of major findings, observations and suggestions.

d. Introduction - general statement of project; relation to overall problem of resource development; statement on methodology.

e. Objectives - concise statements of what project seeks to accomplish.

f. Description of Project Area - location, geography, land utilization, population statistics, industries, agriculture, water resources, transportation systems, shifts in economy, etc.

g. Findings - presentation of content and substance of project activities. Primary attention to case histories, actual happenings, interviews, and accurate documentation is essential.

h. Conclusions - your analysis of interpretations drawn from data presented in preceding sections.

i. Recommendations - these should grow out of conclusions; concise explanation of recommendation and methods of implementation.

j. Supplemental materials (appendix)

   1) Acknowledgments - list of people consulted or assisting with project.

   2) Bibliography - list of books, articles, or other information sources cited in body of report or pertinent to objectives of study.

   3) Tables, charts, diagrams.